STATEMENT OF ECONOMIC INTERESTS

ELECTRONIC ROSTER SYSTEM USER GUIDE

Contents

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Welcome to the Los Angeles County
Statement of Economic Interests
Electronic Roster System
(County Related Agencies)

This user manual is intended to assist all agency Filing Officers/Officials in navigating through the Los Angeles County Statement of Economic Interests Electronic Roster System.

The objective of this system is to provide agency Filing Officers/Officials the ability to review and update their rosters in an interactive, real time environment and to electronically enhance the notification process for Form 700 filers.

This online system will provide the ability to:

- ***make changes to your agency's roster in real time***
- ***ensure that Form 700 filers are properly identified and that their information is transmitted to the County in a manner that is more efficient and environmentally-friendly***
- ***easily obtain an up-to-date, complete filing status of Form 700 filers***
- ***send out first notifications for Assuming, Leaving and Annual Statements electronically***
- ***retrieve electronically-filed Form 700 Statements for viewing and printing***
- ***generate Status Reports***
- ***upload and store pdf documents related to individual filers***

Getting Started

The Form 700 Electronic Filing System is located at https://lacform700.lacounty.gov/Login.aspx
To access the Form 700 Electronic Filing System, you will need a User Name and Password. (If you are a County employee, your User Name is “e” + your County employee number.) Please read the following instructions regarding initial and subsequent entry into the system.

New User

Your user name and temporary password will be given to you in an email notification. Upon entering this access information, you will be asked to create a new password.

Already a User?

Once you have created a permanent password, you will be able to access this system at any time. Note that the Conflict of Interest Division will not have knowledge of your permanent password. In the event that you forget your password, you will need to click on “Forgot User Id/Password” to create a new one.

If you are already logged on and wish to change your password, locate the “Change Password” function in the blue title bar next to your name

Change Password

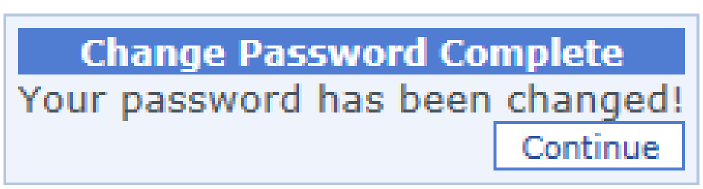
❶ Enter the temporary password you received via email or your current password

❷ Enter a new password which meets the requirements listed above

❸ Click on the down arrow to choose a security question

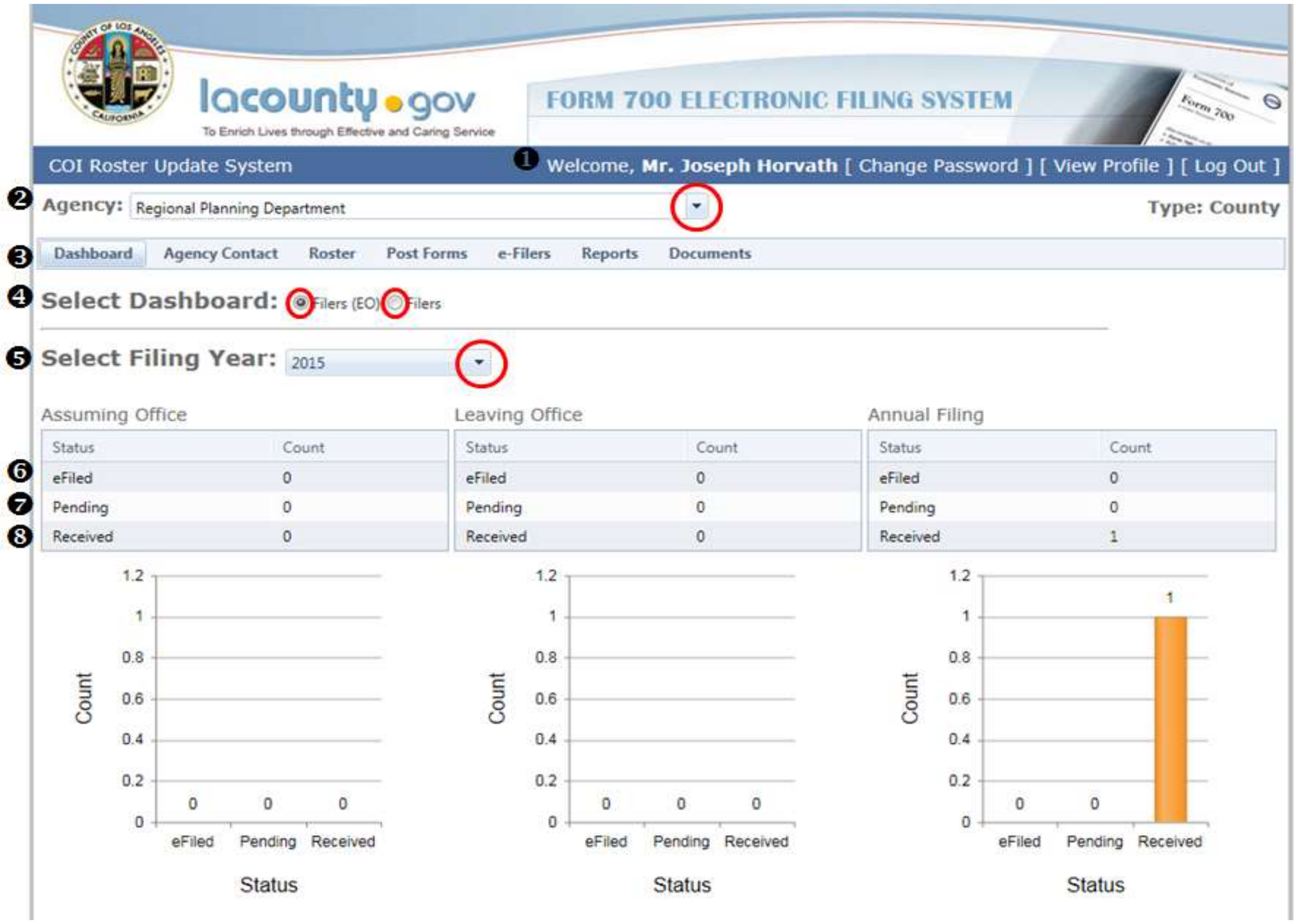
❹ Provide an answer to your question that will be easy for you to remember. (Your answer will not be visible. For security purposes, it will appear on screen with a series of bullets like so "●●●●●●")

❺ Complete the change password process by clicking on "Change" or cancel the process by clicking on "Cancel"



Once your password has been changed, you will receive a pop up confirmation. Click on Continue to return to your home page.

Home Page - Dashboard



❶ After logging in, you should see your name in the blue title bar. You will also find options to change your password, view your profile information and log out of your profile.

❷ Your agency name should appear in this field. If you are the filing officer or filing official for more than one agency, you can click the down arrow to toggle between agency names.

❸ This is the Tab Menu. Click on each tab to navigate through various functionalities. Your main page displays a dashboard which keeps count of all your agency filers' Statements of Economic Interests. (Notice that in this view, the "Dashboard" tab has been selected.)

❹ Select Dashboard – select the type of filer information you wish to view on the dashboard.

- Selecting **Filers (EO)** will display data regarding only filers of your agency who submit their original Form 700s to the Executive Office of the Board of Supervisors
- Selecting **Filers** will display data regarding filers of your agency who submit their original Form 700s to you

❺ Select Filing Year - Click the down arrow to select the year of information you wish to view. You will find that your selected year is defaulted to 2015. As you continue to use the system each year, your profile will build a history of your agency's data and you will be able to toggle between current and prior years

❻ eFiled - View a count of all Assuming Office, Leaving Office and Annual Statements which have been electronically filed

❼ Pending - View a count of all Assuming Office, Leaving Office and Annual Statements which have yet to be filed

❽ Received - View a count of all statements, including hard copy forms you may have posted, which have been received

Agency Contact

❶ Click "Agency Contact" to view all contact information for the agency you have selected. (Note: Information on this page is not displayed publicly and is only viewable to the user logged into the account and the Conflict of Interest Administrator.)

❷ Agency Information - You should see the name of the agency you have selected, its address and your phone number.

❸ Filing Officer/Official - This information pertains to the filing officer or official of the agency. You should see *your* name, contact phone number and email address.

❹ Agency Head - This information pertains to the Head (Director, CEO, President, etc.) of your agency. You should see his/her name, contact phone number and email address.

❺ Agency Code Contact - This information pertains to the person who maintains your agency's Conflict of Interest Code. You should see the person's name, contact phone number and email address.

Editing a Contact Record

To edit the last name, contact phone number and/or email address of any of your agency's contact records, simply click the "Edit" function.

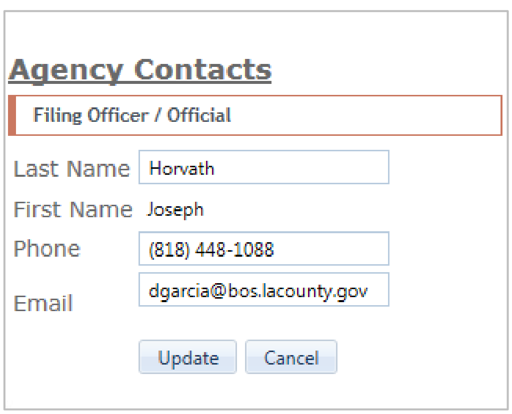
Edit Agency Contact Record - Step One

Click Edit to open the contact record you wish to make changes to.

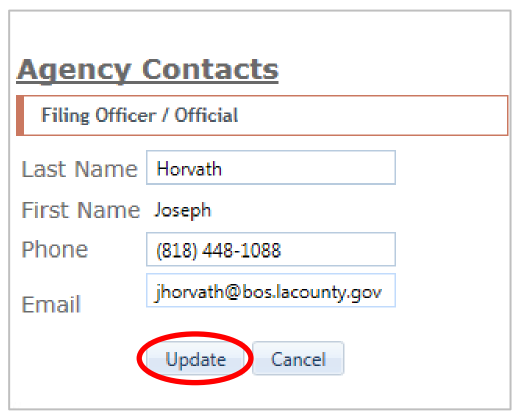
Edit Agency Contact Record - Step Two

Each field of information that can be changed will appear in edit mode. Once you have made your change, click on Update . To exit this feature without making changes, click on Cancel .

❶

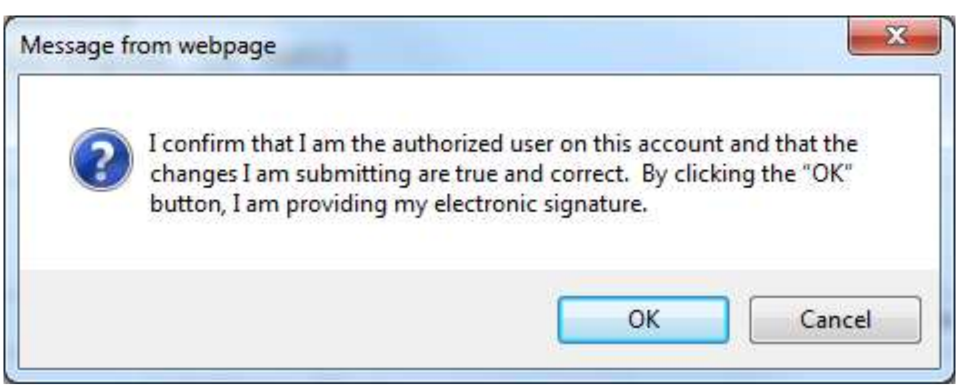


❷



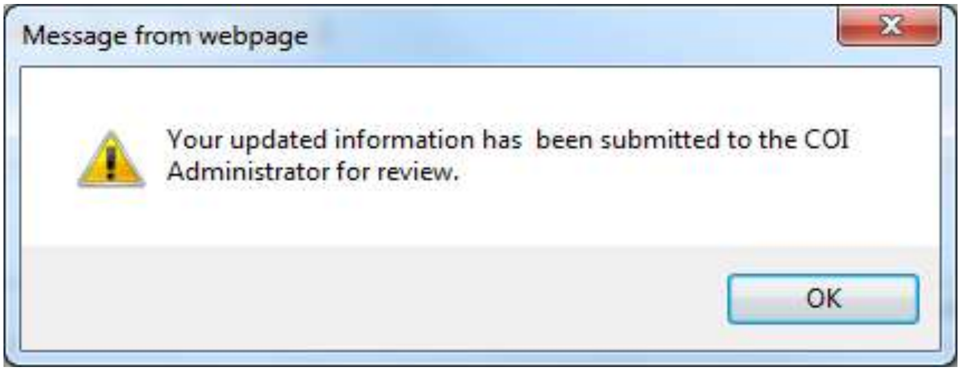
Edit Agency Contact Record - Step Three

Click OK to confirm that you, the authorized user on this account, are submitting accurate changes to this record. This action constitutes your electronic signature.



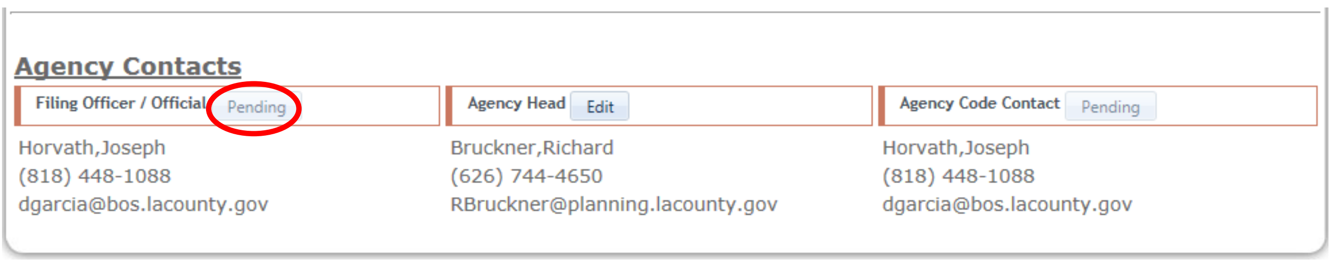
Edit Agency Contact Record - Step Four

You should receive a pop-up confirming that your edited information has been submitted to the COI Administrator for review. Click "OK" to confirm that you have read this notification.



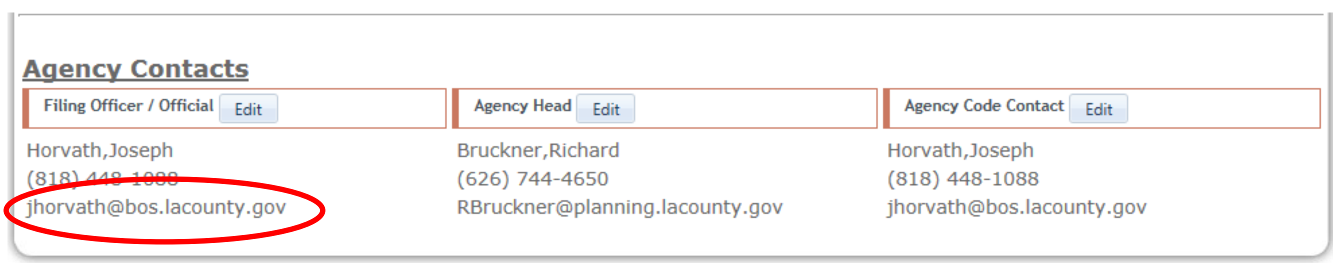
Edit Agency Contact Record - Step Five

Notice that your contact record is in a "Pending" status to reflect that your edits have been submitted to the COI Administrator and are pending approval.



Edit Agency Contact Record - Step Six

To confirm that your changes were made, simply log back in and view your contact record. Please allow 1 – 2 business days for your contact record to be updated.



Roster

“Roster” refers to your department’s list of persons whose position requires them to file a Statement of Economic Interests (Form 700).

❶ Select Filing Year - Click the down arrow to select the year of information you wish to view. You will find that your selected year is defaulted to 2015. As you continue to use the system each year, your profile will build a history of your agency’s data and you will be able to toggle between current and prior years.

❷ Select Roster you Wish to View – select which list of filers you wish to view

- Selecting **Filers (EO)** will display a list of only those filers of your agency who submit their original Form 700s to the Executive Office of the Board of Supervisors
- Selecting **Filers** will display a list of filers in your agency who submit their original Form 700s to you

❸ View Roster - Click this tab to view the names and affiliated information of all persons who are required to file the Form 700.

❹ Update Roster – Click this tab to edit the individual information of each of your agency’s filers

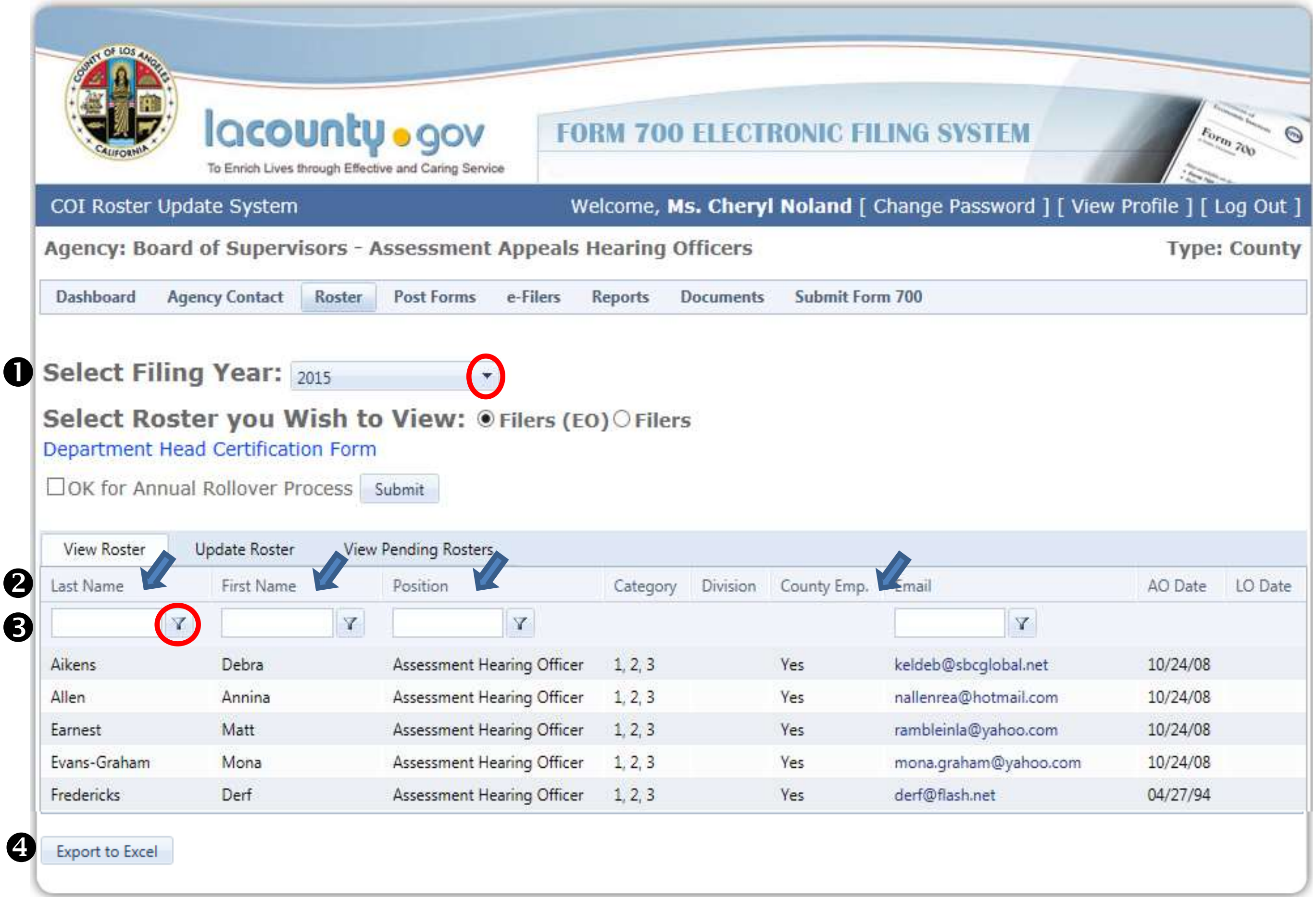
❺ View Pending Rosters – Click this tab to view all recently submitted changes to your roster which are pending COI Administrator approval

View Roster

This page provides you with a complete list of persons who are or who have been Form 700 Filers (for whom you are the Filing Officer) and Executive Office Form 700 Filers (filers for whom the Executive Office is the Filing Officer) at any time during the filing year selected.

Note: The Assuming Office date for your existing (Filers) has been defaulted to 9/30/15. This Assuming Office date does not require correction. Going forward, the Assuming Office date for new filers will be accurately reflected.

You can sort, filter, and export your filer data by filing year, the filer's name, position or County Employment status.



❶ Select Filing Year – Choose the down arrow to toggle between years.

❷ Column Headings – Click on each column heading to sort (by first name, last name, position title, County Employee status, etc.)

❸ Click on the filter icon to search for filers based on specific criteria

❹ Use this function to export all your data into an Excel spreadsheet, including column headings

Update Roster

This page allows you to add a new filer when a filer has assumed office, or input a Leaving Office Date when a filer has left office. You may also edit your existing filers' information.

Update Roster - 

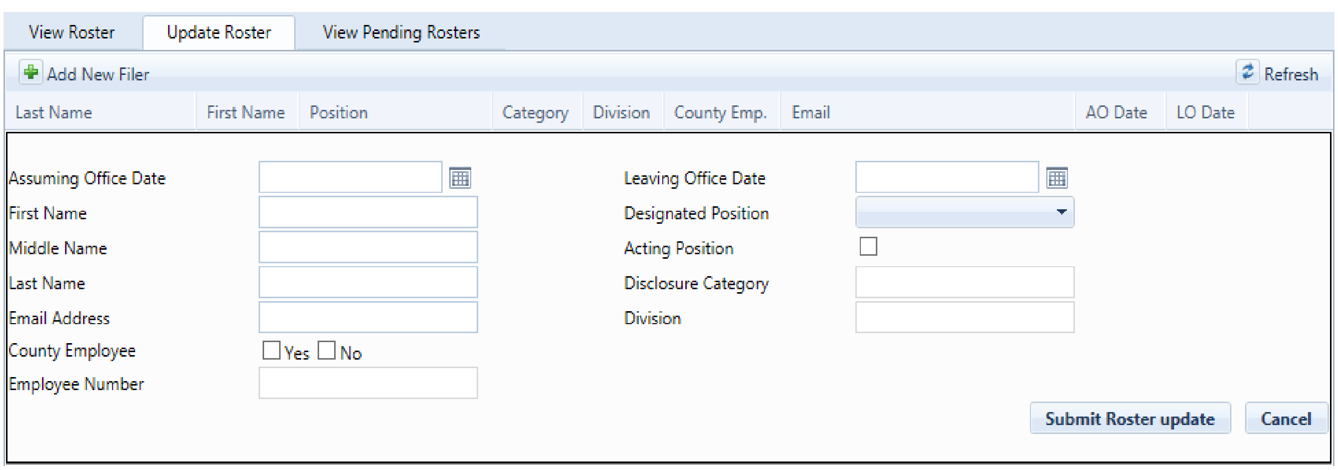
To add a new filer, click on the "Update Roster" tab and complete the following steps…

Add New Filer - Step One

Click on the green plus sign next to "Add New Filer".

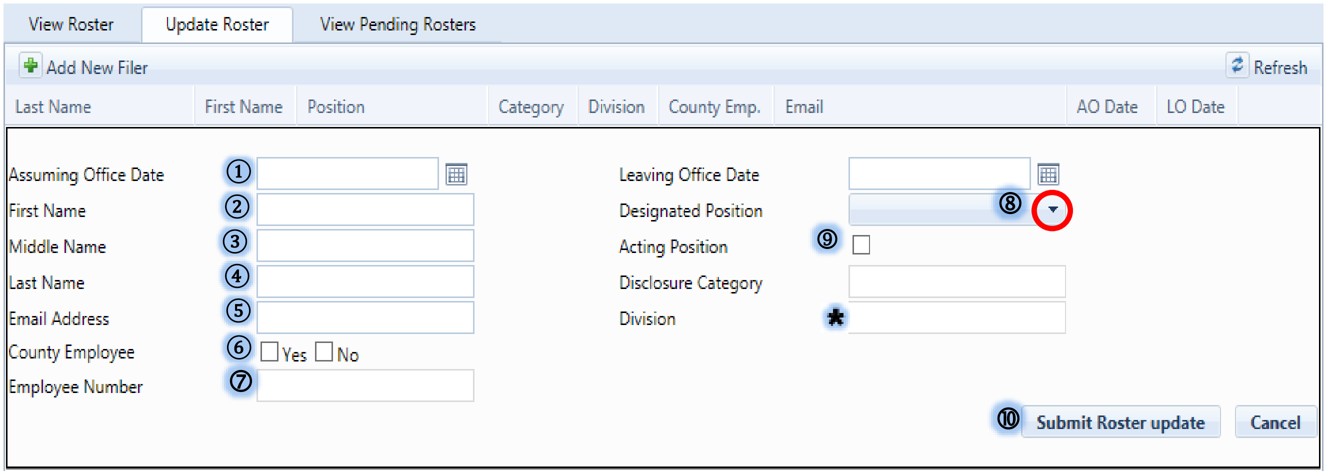
Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
Aikens	Debra	Assessment Hearing Officer	1, 2, 3		Yes	keldeb@sbcglobal.net	10/24/08	Edit
Allen	Annina	Assessment Hearing Officer	1, 2, 3		Yes	nallenrea@hotmail.com	10/24/08	Edit
Earnest	Matt	Assessment Hearing Officer	1, 2, 3		Yes	rambleinla@yahoo.com	10/24/08	Edit
Evans-Graham	Mona	Assessment Hearing Officer	1, 2, 3		Yes	mona.graham@yahoo.com	10/24/08	Edit
Fredericks	Derf	Assessment Hearing Officer	1, 2, 3		Yes	derf@flash.net	04/27/94	Edit

A new window with required fields will appear.



Add New Filer - Step Two

Complete the following fields to add a new filer:



① Provide the filer's assuming Office Date

② Enter the filer's First Name.

③ Enter the filer's Middle Name or Initial (if available).

④ Enter the filer's Last Name.

⑤ Enter the filer's full email address. (Please ensure that the email is current and functioning.)

⑥ Check the appropriate box to indicate whether or not the filer is a County Employee

⑦ If the filer is a County employee, please enter "e" and their six digit employee number (e.g. e123456). If the filer is not a County employee, leave this blank.

⑧ Click the down arrow to choose the designated position of the filer from the drop down menu. (The disclosure categories for this designated position will automatically generate in the "Disclosure Category" field.)

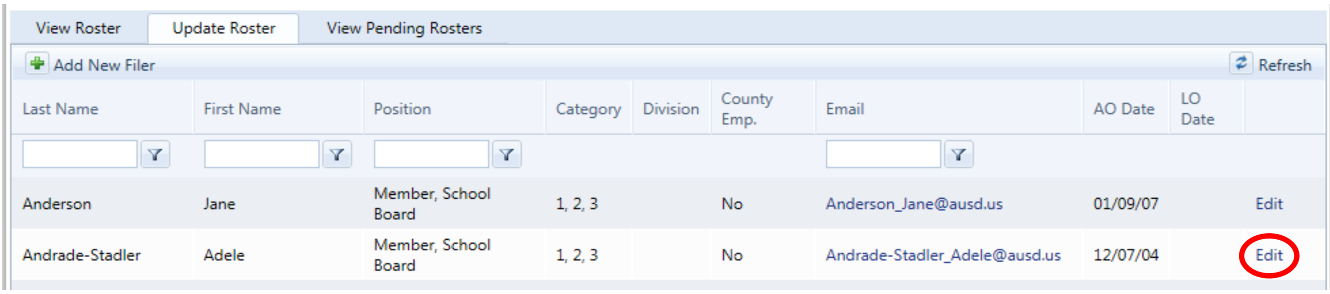
⑨ Check the box if the filer is occupying an "acting" or interim position

⑩ Click Submit Roster update. to submit this data to the COI Administrator for approval.

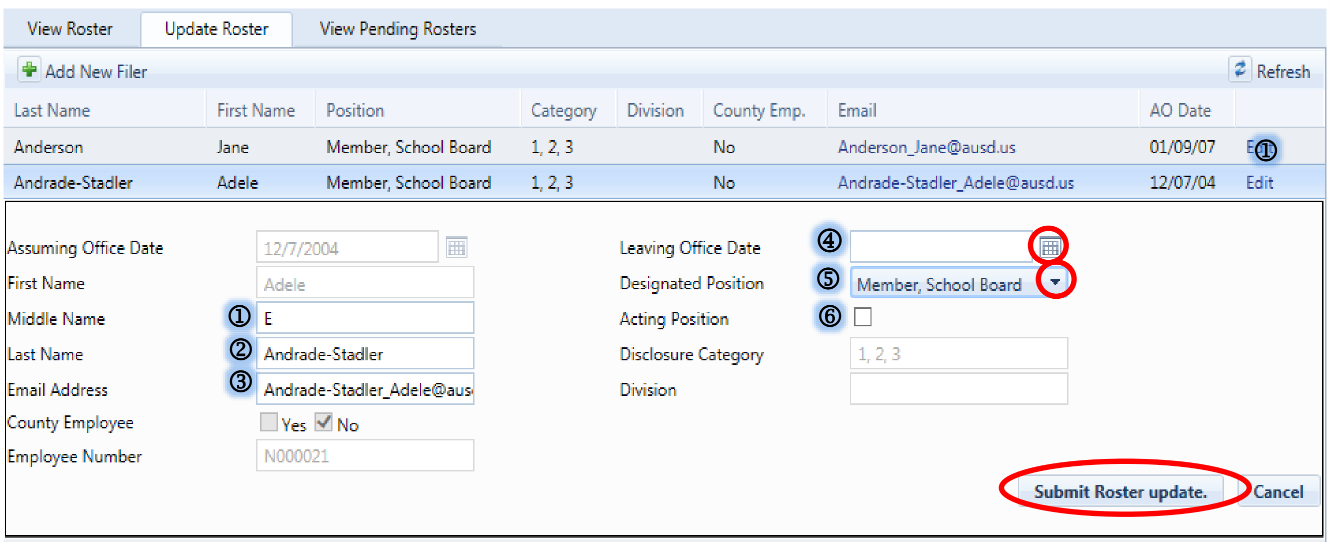
✱ The Division field is an optional function which you can use to categorize your filers.

Update Roster - 

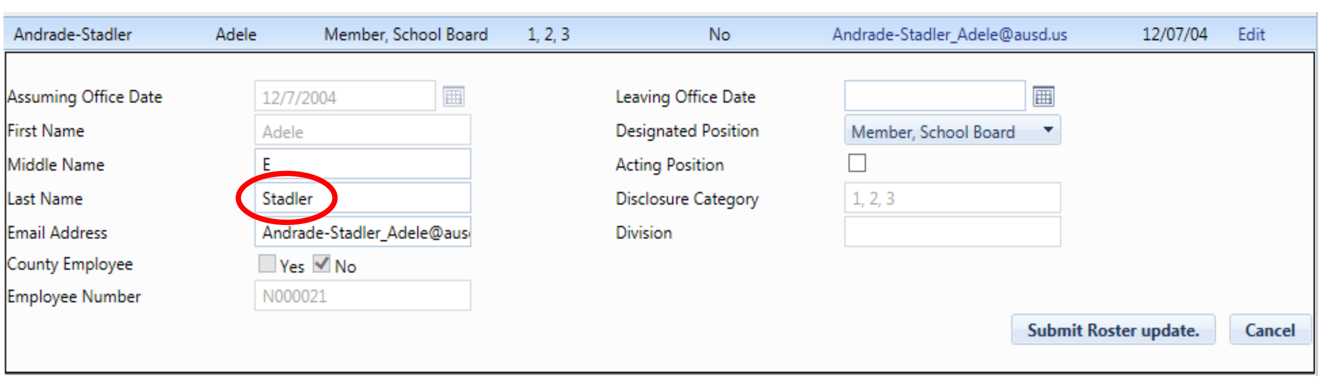
To edit information or to input a Leaving Office Date, click on the "Edit" function.



Edit - Step One



Type the updated information in the appropriate field and/or select the Leaving Office Date by using the calendar icon (if applicable). Then, click **Submit Roster update.** to submit your changes to the COI Administrator for approval.



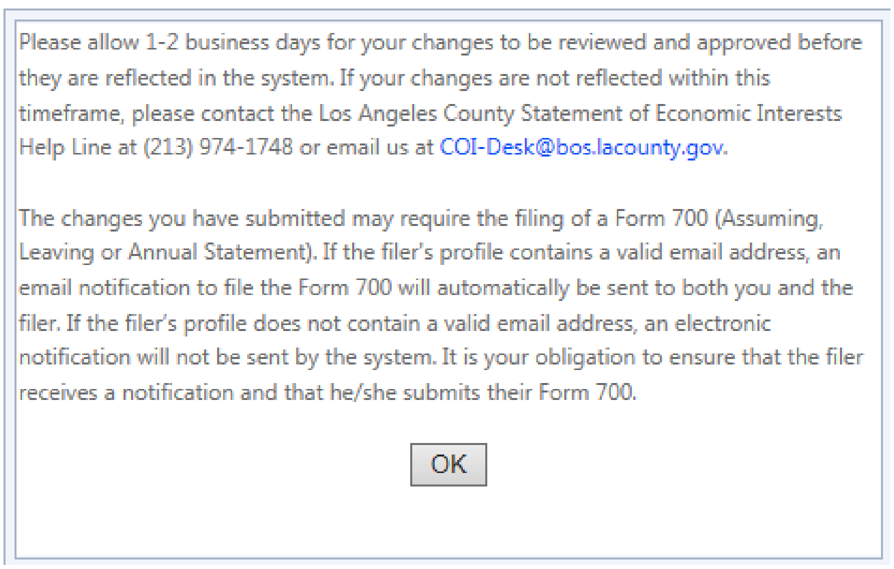
(In this scenario, the filer's last name has been changed from "Andrade-Stadler" to "Stadler")

Edit - Step Two

Click OK to confirm that you, the authorized user on this account, are submitting true and accurate changes to this record. This action constitutes your electronic signature.

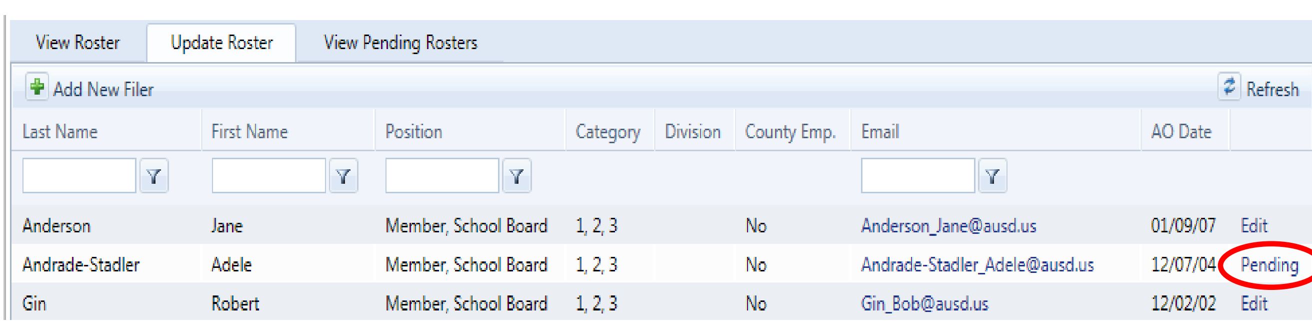
Edit - Step Three

Click OK to confirm that you have read the terms and conditions that determine the approval of your edits.



Edit - Step Four

Notice that the status of your filer is no longer in Edit mode. The status has changed to "pending" to reflect that your edits have been submitted to the COI Administrator and are pending approval.



Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07	Edit
Andrade-Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	Pending
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02	Edit

Edit - Step Five

Once the COI Administrator has approved your edits, confirm that your changes were made by clicking on "View Roster".

View Roster | Update Roster | View Pending Rosters

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07	
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02	
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04	
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14	
Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12	
Total Filer:6								

Export to Excel

You will also notice that the status of your filer is no longer in Pending mode when you go to "Update Roster".

View Roster | Update Roster | View Pending Rosters

Add New Filer | Refresh

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
Anderson	Jane	Member, School Board	1, 2, 3		No	Anderson_Jane@ausd.us	01/09/07	Edit
Gin	Robert	Member, School Board	1, 2, 3		No	Gin_Bob@ausd.us	12/02/02	Edit
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04	Edit
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14	Edit
Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04	Edit
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12	Edit
Total Filer:6								

Export to Excel

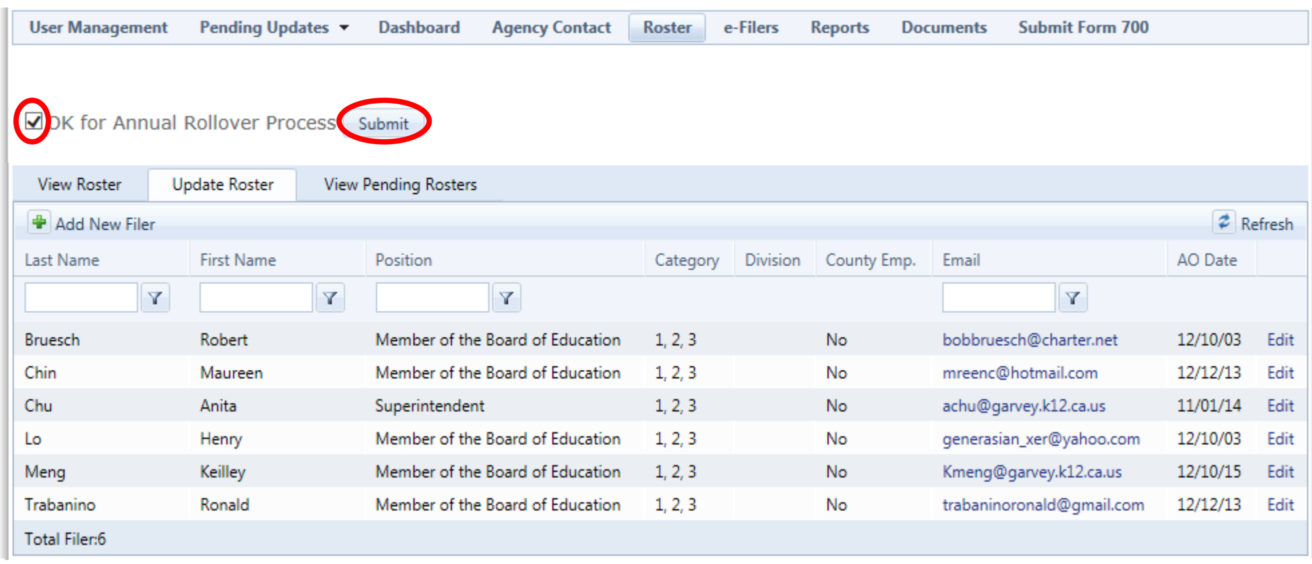
Annual Rollover

The electronic process for annual rollover is equivalent to the manual process involving annual roster updates. Normally, hard copy rosters are mailed to each filing officer at the end of the year, requiring the updating and approval of the agency's roster for the next year. Via the online system, Roster changes can now be made throughout the year as changes occur.

Once you have reviewed your online roster and it reflects the most accurate information for your agency, you can go to the "Update Roster" page and provide your approval to begin the Annual Rollover Process. **(Note: This functionality will only be available to you once a year. You will receive notification from the COI Administrator as to when you should begin the rollover process.)**

Annual Rollover - Step One

Go to "Update Roster". Upon reviewing your agency's roster, if you agree that all the filers listed are active and should be rolled over to the next filing year, check the box next to "OK for Annual Rollover Process" and click Submit

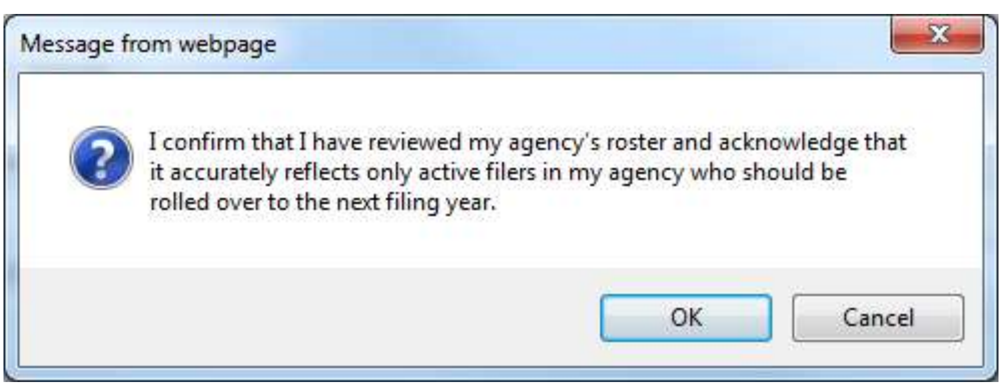


Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	
Bruesch	Robert	Member of the Board of Education	1, 2, 3		No	bobbruesch@charter.net	12/10/03	Edit
Chin	Maureen	Member of the Board of Education	1, 2, 3		No	mreenc@hotmail.com	12/12/13	Edit
Chu	Anita	Superintendent	1, 2, 3		No	achu@garvey.k12.ca.us	11/01/14	Edit
Lo	Henry	Member of the Board of Education	1, 2, 3		No	generasian_xer@yahoo.com	12/10/03	Edit
Meng	Keilley	Member of the Board of Education	1, 2, 3		No	Kmeng@garvey.k12.ca.us	12/10/15	Edit
Trabanino	Ronald	Member of the Board of Education	1, 2, 3		No	trabaninoronald@gmail.com	12/12/13	Edit

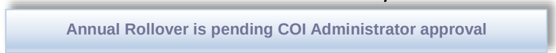
Total Filer:6

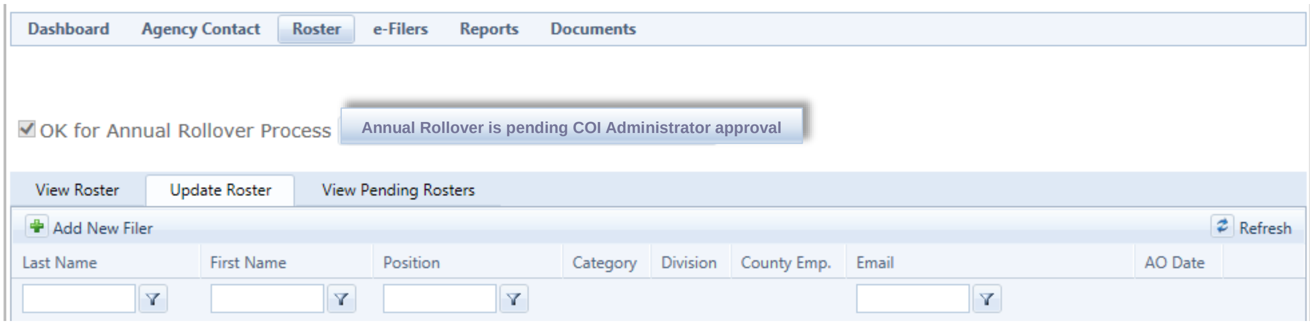
Annual Rollover - Step Two

Click OK to confirm that you, the authorized user on this account, have reviewed your agency's roster and are submitting it to the COI Administrator so that the listed filers can roll over to the next filing year.



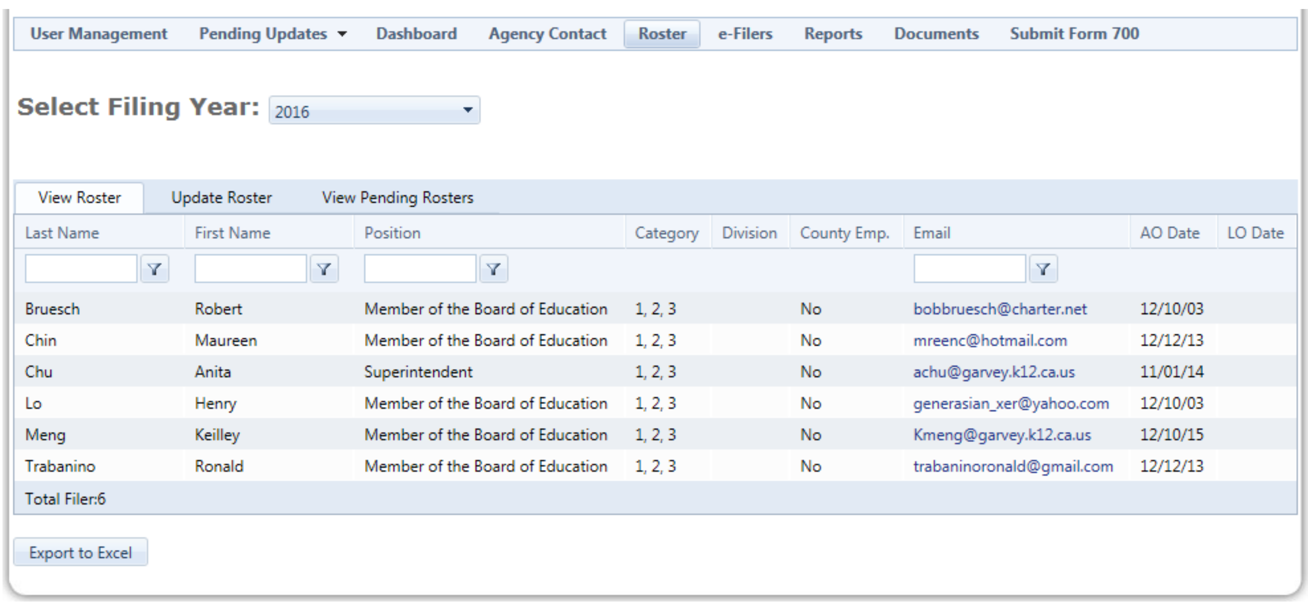
Annual Rollover - Step Three

Once your Roster has been submitted to the COI Administrator, the "Submit" button will be replaced with a grayed-out button that reads: 



Annual Rollover - Step Four

The COI Administrator will review and confirm your submittal, creating different roster views for the new filing year. (Please allow up to 7 business days to be able to view your new roster.) You will notice that your roster view has defaulted to the new filing year and the option for the Annual Rollover Process has disappeared.



View Pending Rosters

View Roster | Update Roster | View Pending Rosters

Last Name	First Name	Position	Category	Division	County Emp.	Email	AO Date	LO Date	
Rodriguez-Mackintosh	Patricia	Member, School Board	1, 2, 3		No	Rodriguez-Mackintosh_Pat@ausd.us	12/07/04		Cancel
Russell-Chavez	Joanne	Member, School Board	1, 2, 3		No		12/09/14		Cancel
Stadler	Adele	Member, School Board	1, 2, 3		No	Andrade-Stadler_Adele@ausd.us	12/07/04		Cancel
Tellez-Gagliano	Laura	Superintendent	1, 2, 3		No	tellez_laura@ausd.us	09/01/12	12/04/15	Cancel

Total Filer:4

Export to Excel

If you submitted changes through the “Update Roster” function, that information will appear here until the COI Administrator approves the changes. Once these changes have been approved by the COI Administrator, they will no longer appear on “View Pending Rosters” page. You can then go to your “View Roster” tab to see your updated roster.

To cancel any newly submitted edits that have not yet been approved by the COI Administrator, click on “Cancel”. Note: these changes will not reach the COI Administrator for approval.

Department Head Certification Form

The Department Head Certification Form is used to reflect your department's filers' Annual Form 700 filing status as of each year's April 1st deadline. It is collected annually from your department and should be signed by your Department Head as acknowledgement that he/she is aware of your department's filers' filing status. Via this online system, the names of your department's filers who have not yet filed their Statements of Economic Interests will be automatically prepopulated onto the form.

To generate the Department Head Certification Form for your agency, simply click on the link.


DEPARTMENT HEAD CERTIFICATION FORM

You may or may not have filers listed. If all of your agency's filers submitted their Annual Statement by the April 1st deadline, the bottom portion of the form will be blank. However, if you have any filers in your agency at the time that this form is generated, who have not yet filed their Annual Statement, you should see their name and designated position. In this case, you should print the form and provide a reason as to why their Annual Statement was not submitted.

Once your form is completed and signed by your Department Head, you can email it to COI-Desk@bos.lacounty.gov or mail the original to the address on the bottom of the form.

Email Notifications

Once a new filer profile has been created, if the filer's profile contains a valid email address, an automatic email notification will be sent from the COI-Desk to both you and the new filer advising him or her to submit an Assuming Office Statement. **(Note: This feature will be activated after the 2016 Annual Filing Period.)**

From: COI-Desk@bos.lacounty.gov
To: filer
Cc: filing officer/official
Bcc:
Subject: FORM 700 ASSUMING OFFICE STATEMENT DUE (INITIAL NOTIFICATION)

WELCOME TO THE NEWLY ENHANCED E-FILING SYSTEM FOR FORM 700

(Filer Name):

Our records indicate that you assumed a position with **Agency Name** on **Assuming Office Date** which requires you to file an Assuming Office Statement of Economic Interests (Form 700).

You may file your Form 700 electronically, using the Los Angeles County E-Filing System. **(Your log on information will be sent to you in a separate email unless you have entered our system and created a password for a previous filing.)** However, should you choose to file your Form 700 by hard copy, you will need to contact your agency's filing officer to obtain a blank form and your disclosure requirements.

The reporting period covered by this filing must encompass the 12 months prior to the date you assumed office. The deadline for submitting your Form 700 is **Due Date**. Failure to file by the due date may subject you to late filing fees.

Should you require assistance with your disclosure requirements, please contact your Filing Officer/Official, **(Name of Filing Officer/Official)** at **(Filing Officer/Official Contact #)**.

e-Filing supports the environment through paper reduction

The filer will receive a separate email containing his/her log in information.

From: COI-Desk@bos.lacounty.gov
To: filer
Cc:
Bcc:
Subject: FORM 700 ASSUMING OFFICE STATEMENT (LOGIN INFORMATION)

WELCOME TO THE NEWLY ENHANCED E-FILING SYSTEM FOR FORM 700

(Filer Name):

Our records indicate that you assumed a position with **Agency Name** which requires you to file an Assuming Office Statement of Economic Interests (Form 700).

To file your Form 700 electronically, via the Los Angeles County E-Filing System, simply click this link: https://lacform700.lacounty.gov and log on using the information below:

CALIFORNIA FORM 700
A PUBLIC DOCUMENT

USERNAME: XXXXXXX

TEMPORARY PASSWORD: XXXXXXX

For questions regarding the e-filing system, please contact us at (213) 974-1748 or COI-Desk@bos.lacounty.gov.

e-Filing supports the environment through paper reduction

Upon the submission of a leaving office date, if the filer's profile contains a valid email address, an automatic email notification will be sent to both you and the filer, advising him or her to submit a Leaving Office Statement.

From: COI-Desk@bos.lacounty.gov
To: filer
Cc: filing officer/official
Bcc:
Subject: FORM 700 LEAVING OFFICE STATEMENT DUE (INITIAL NOTIFICATION)

(Filer Name):

Our records indicate that you left your position with **Agency Name** on **Leaving Office Date** which requires you to file a Leaving Office Statement of Economic Interests (Form 700). The deadline for submitting your Form 700 is **Due Date**.

You may file your Form 700 electronically, using the Los Angeles County E-Filing System. **(Your log on information will be sent to you in a separate email unless you have entered our system and created a password for a previous filing.)** However, should you choose to file your Form 700 by hard copy, you will need to contact your agency's filing officer to obtain a blank form and your disclosure requirements.

Should you require assistance with your disclosure requirements, please contact your Filing Officer/Official, **(Name of Filing Officer/Official)** at **(Filing Officer/Official Contact #)**.

e-Filing supports the environment through paper reduction

If this is the first time the filer is using the online system, he/she will receive a separate email containing his/her log in information.

From: COI-Desk@bos.lacounty.gov
To: filer
Cc:
Bcc:
Subject: FORM 700 LEAVING OFFICE STATEMENT (LOGIN INFORMATION)

(Filer Name):

Our records indicate that you left your position with **Agency Name** on **Leaving Office Date** which requires you to file a Leaving Office Statement of Economic Interests (Form 700). The deadline for submitting your Form 700 is **Due Date**.

To file your Form 700 electronically, via the Los Angeles County E-Filing System, simply click this link: https://lacform700.lacounty.gov and log on using the information below:

CALIFORNIA FORM 700
A PUBLIC DOCUMENT

USERNAME: XXXXXXX

TEMPORARY PASSWORD: XXXXXXX

For questions regarding the e-filing system, please contact us at (213) 974-1748 or COI-Desk@bos.lacounty.gov.

e-Filing supports the environment through paper reduction

Post Forms

The Post Forms section allows you to record the receipt of the **hard copy** forms you receive from your agency's filers. However, please note that if filers submit their Form 700 electronically, you will not be able to post a hard copy version here, as their SEI record will have already been received and will automatically change their filing status to "Received".

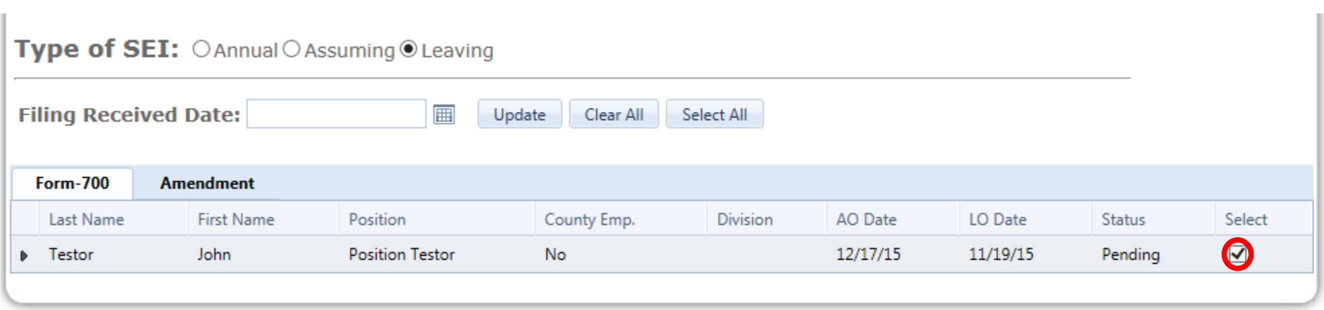
Note that you will not be able to post EO Filers, since their filings are the responsibility of the Executive Office. (Hard copy forms submitted to you by EO Filers should be forwarded to the Executive Office of the Board of Supervisors.)

Post Forms - Step One

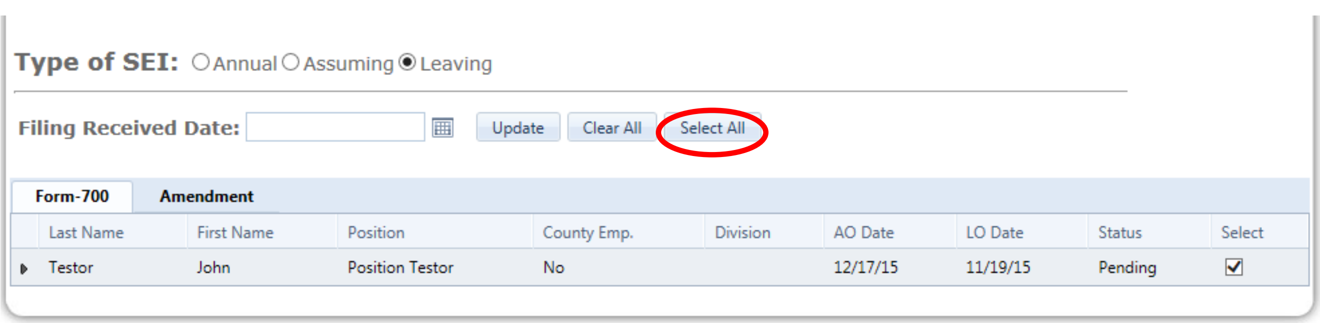
Select the "Post Forms" tab and click the type of Statement of Economic Interests (SEI) you would like to post.

Post Forms - Step Two

Locate your agency's filings in the grid and select the one you want by checking the box at the end of the record.



If you have more than one filing to post at a time, and all your filings were received on the same date, you can use the "Select All" function to select all your filings and post them at the same time.

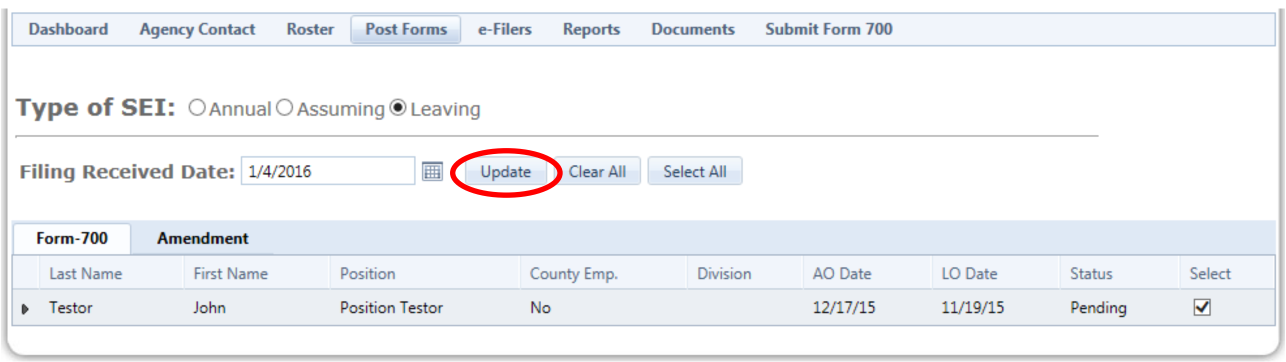


Post Forms - Step Three

Using the calendar icon, select the “Filing Received Date”

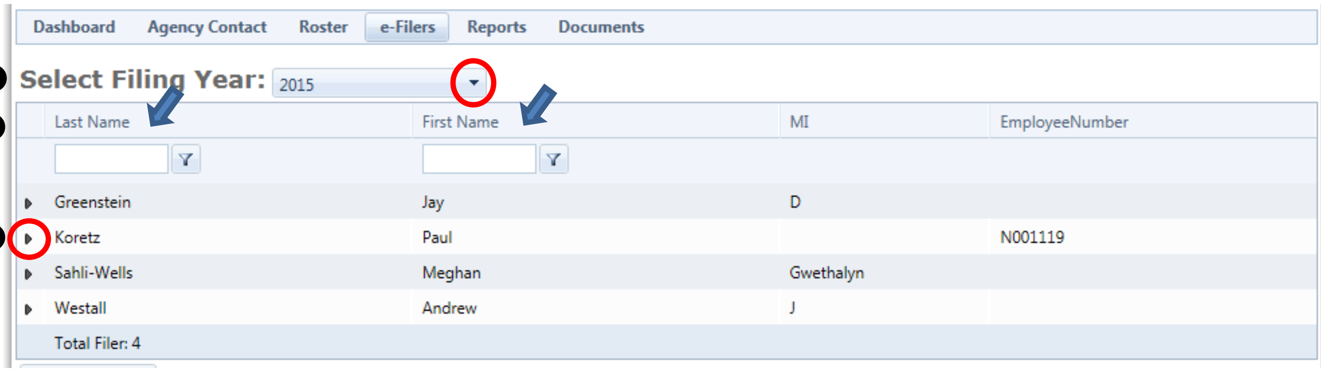
Post Forms - Step Four

Using the calendar icon, select the “Filing Received Date”



e-Filers

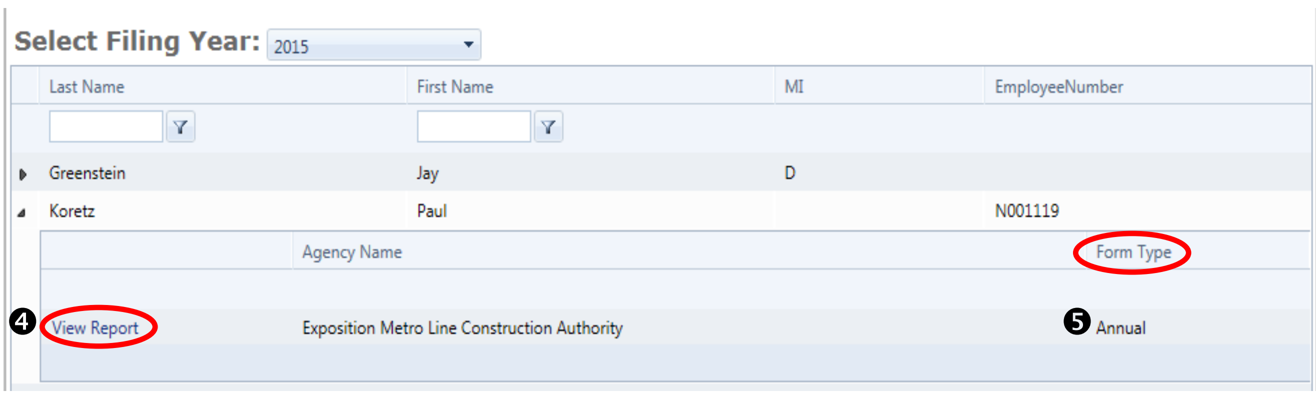
This section will provide you with a list of all filers in your agency who have filed their Form 700 electronically.



❶ Select Filing Year – Choose the down arrow to toggle between years.

❷ Column Headings – Click on each column heading to sort alphabetically by first name or last name

❸ Click on the arrow next to a filer's name if you wish to view a list of their electronically filed statements for the year selected.

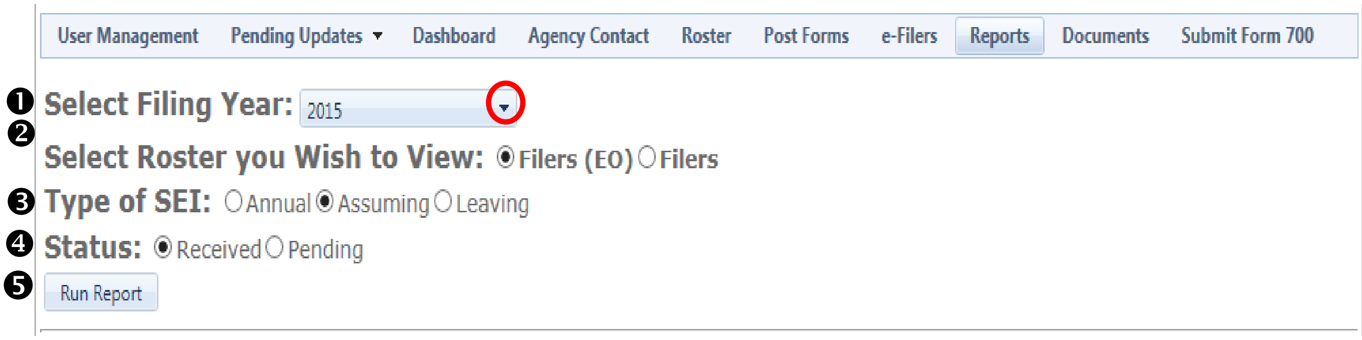


❹ Click on "View Report" to view, in real time, a pdf version of any Statement that has been filed electronically. The moment a filer's Statement/Report has been submitted, it is time stamped and considered filed.

❺ To locate the Statement you wish to view, look for the Form Type (e.g. Annual, Assuming, Leaving). In this case, the filer's *Annual* Statement is ready for viewing.

Reports

The Reports section allows you to generate a report of Received or Pending Statements of Economic Interests (SEIs) by Form Type (e.g. Annual, Assuming Office, Leaving Office) and by year.



❶ Select Filing Year – Choose the down arrow to toggle between years.

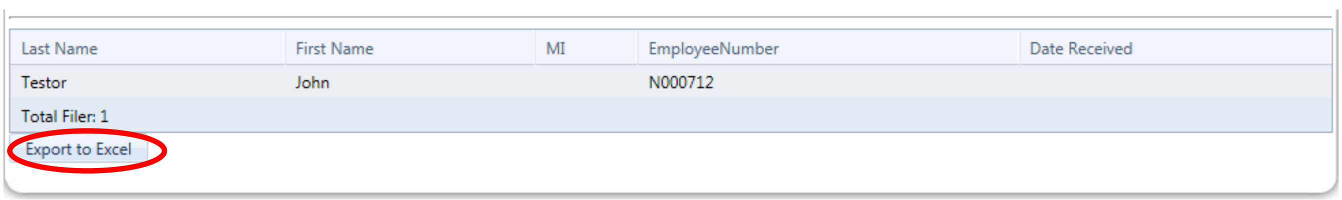
❷ Select Roster You Wish to View - Select the group of filers for which you wish to generate a report

- Selecting **Filers (EO)** will display a list of only those filers of your agency who submit their original Form 700s to the Executive Office of the Board of Supervisors
- Selecting **Filers** will allow you the ability to generate reports that a list of filers in your agency who submit their original Form 700s to you

❸ Type of SEI – Select the type of SEI you wish to generate a report for

❹ Status – Choose between Received or Pending Statements

❺ Click "Run Report" to view the criteria you selected in a report form



Last Name	First Name	MI	EmployeeNumber	Date Received
Testor	John		N000712	
Total Filer: 1				

Export to Excel

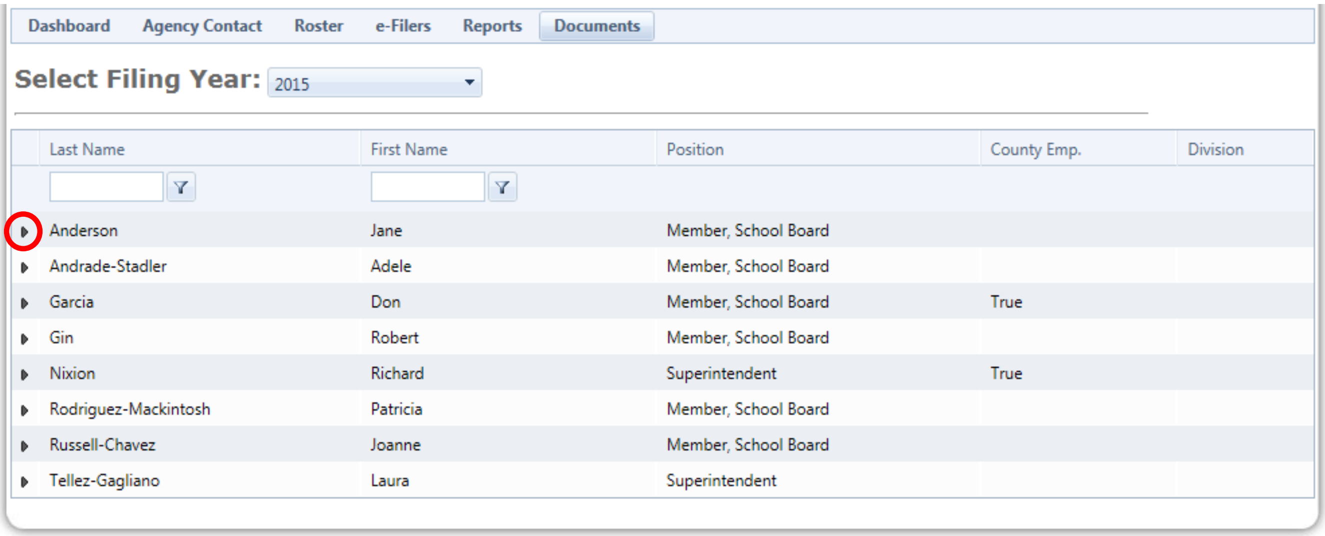
Once you have run a report, you can click "Export to Excel" to export the data to a printable document

Documents

This section will provide you with the capability to upload and store miscellaneous documents related to each filer on your roster. To add a document, follow these steps:

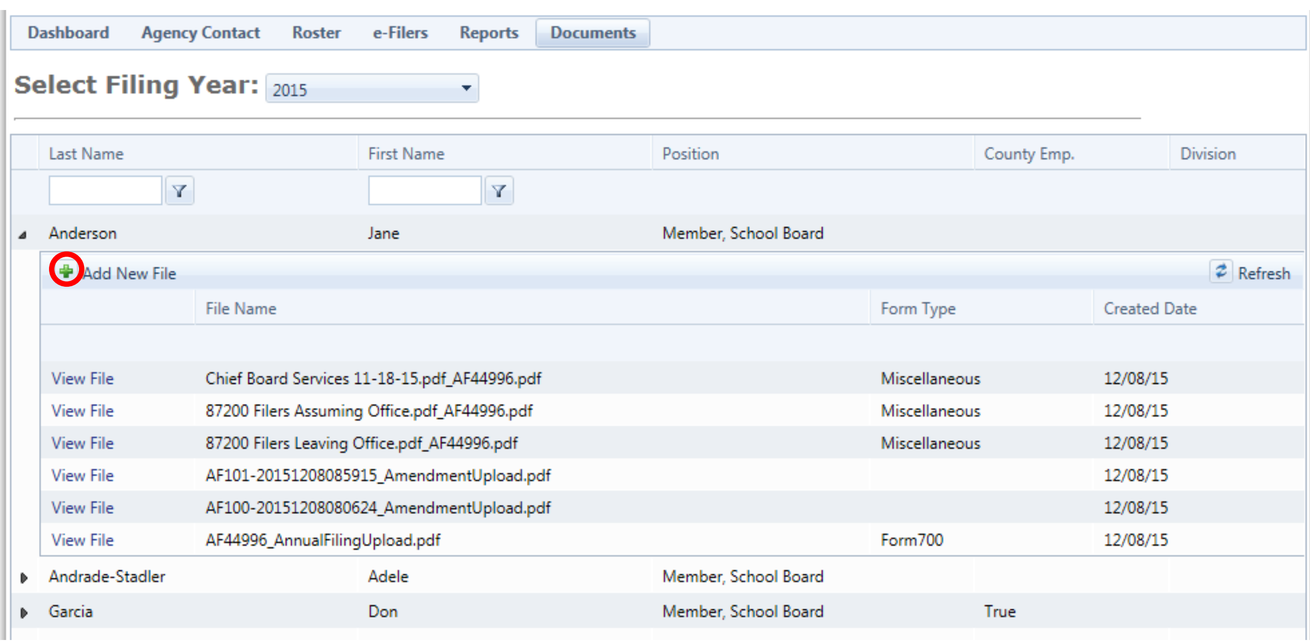
Uploading Documents - Step One

Choose the profile where you would like to store your document by clicking on the arrow next to the filer's name.



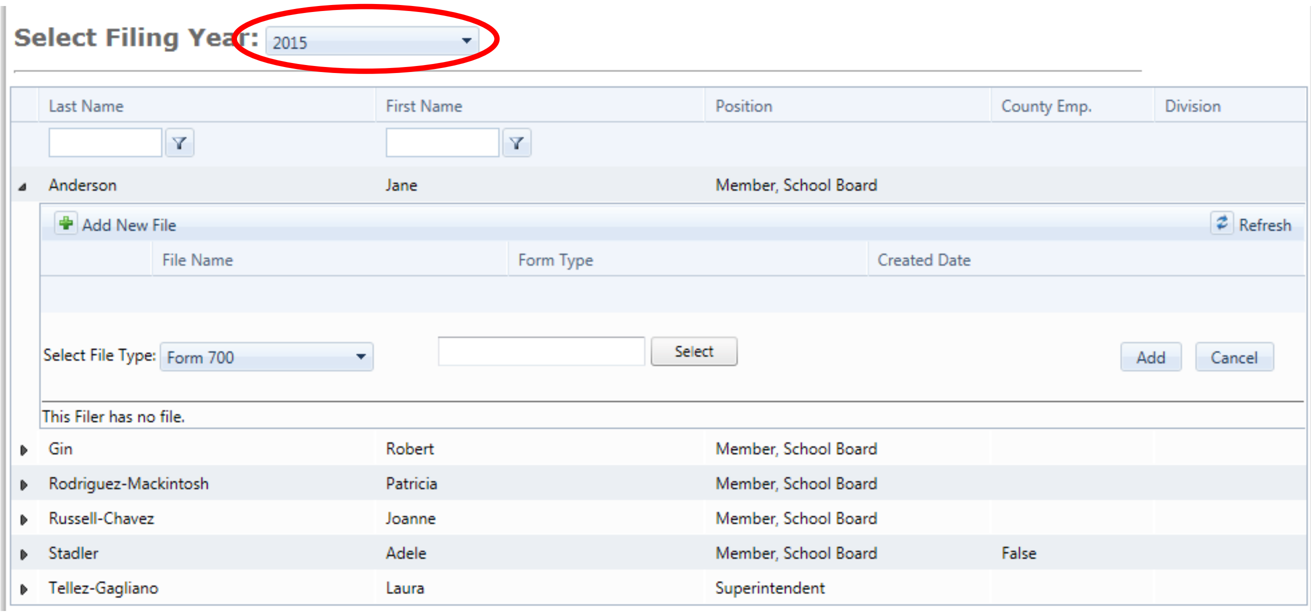
Uploading Documents - Step Two

To upload a document, click on the green plus sign next to Add New File



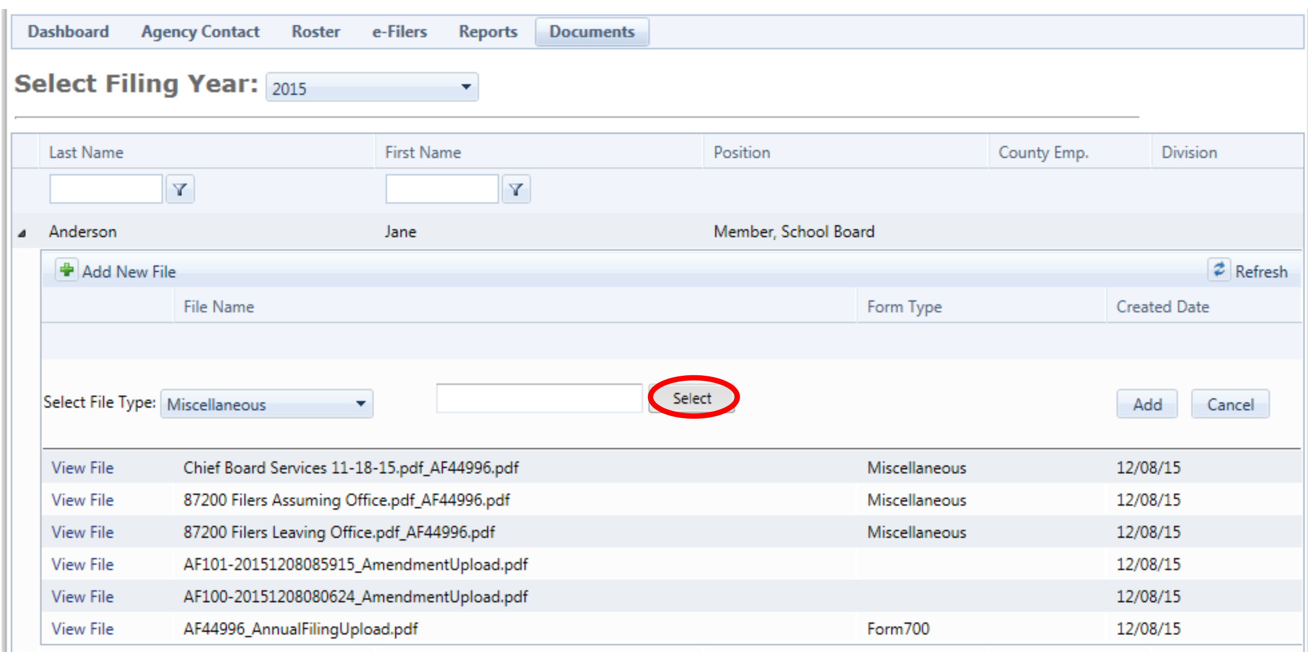
Uploading Documents - Step Three

Identify the type of file you wish to upload (i.e. Form 700, Amendment or Miscellaneous Item)



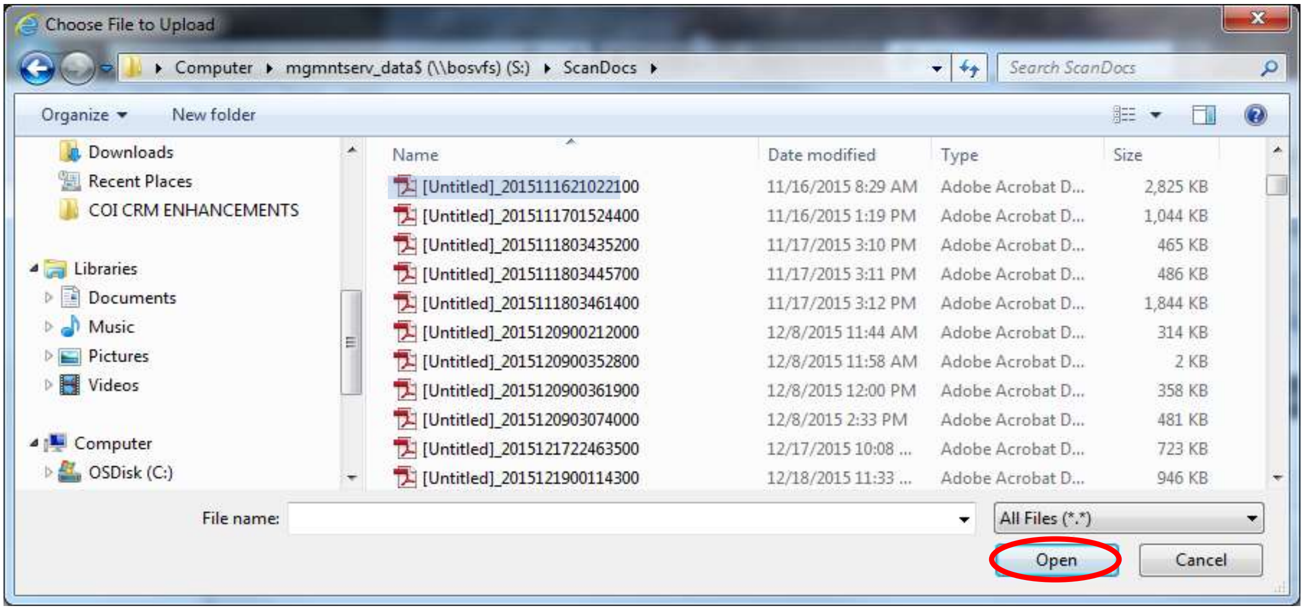
Uploading Documents - Step Four

Once you have selected your file type, click on Select to browse through your computer files and locate the document you wish to upload.



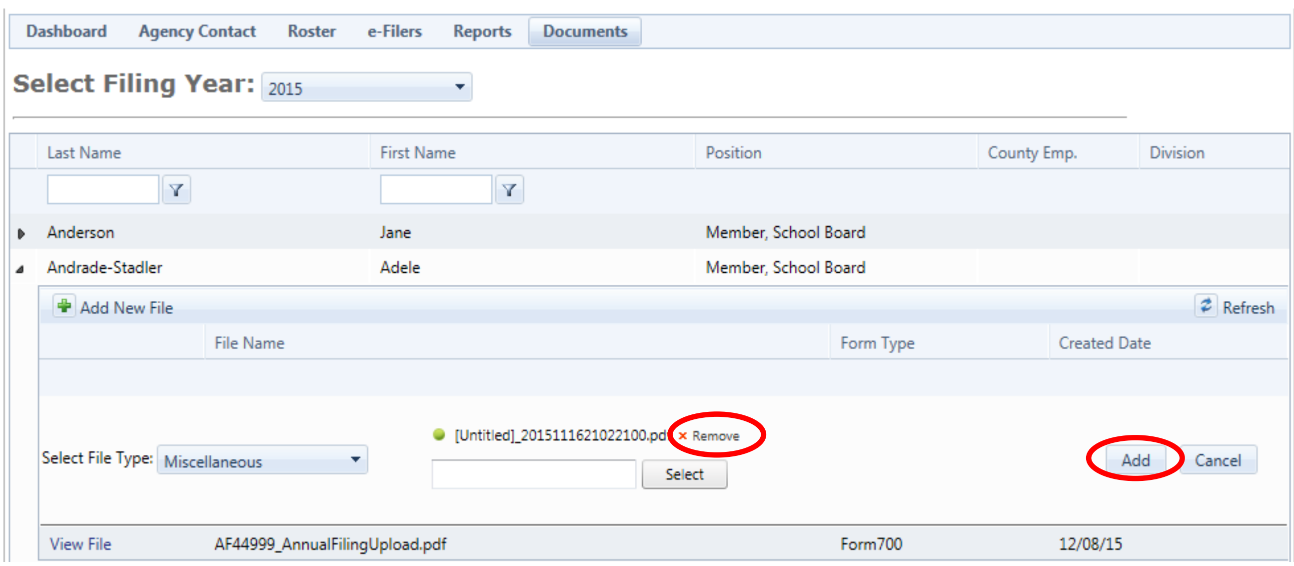
Uploading Documents - Step Five

Highlight the document you wish to upload and click on Open



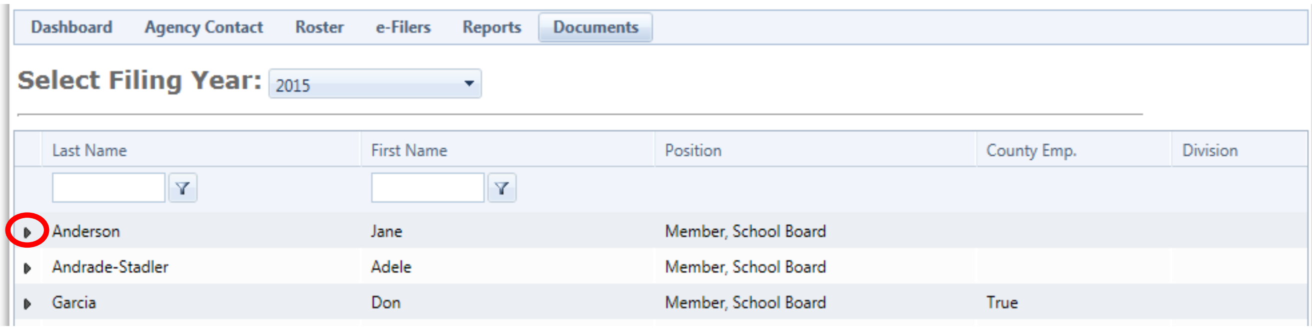
Uploading Documents - Step Six

The document will be temporarily held in queue until you click on Add to permanently add the document to your filer's profile. Click × Remove if you decide you do not want to upload the document after all.



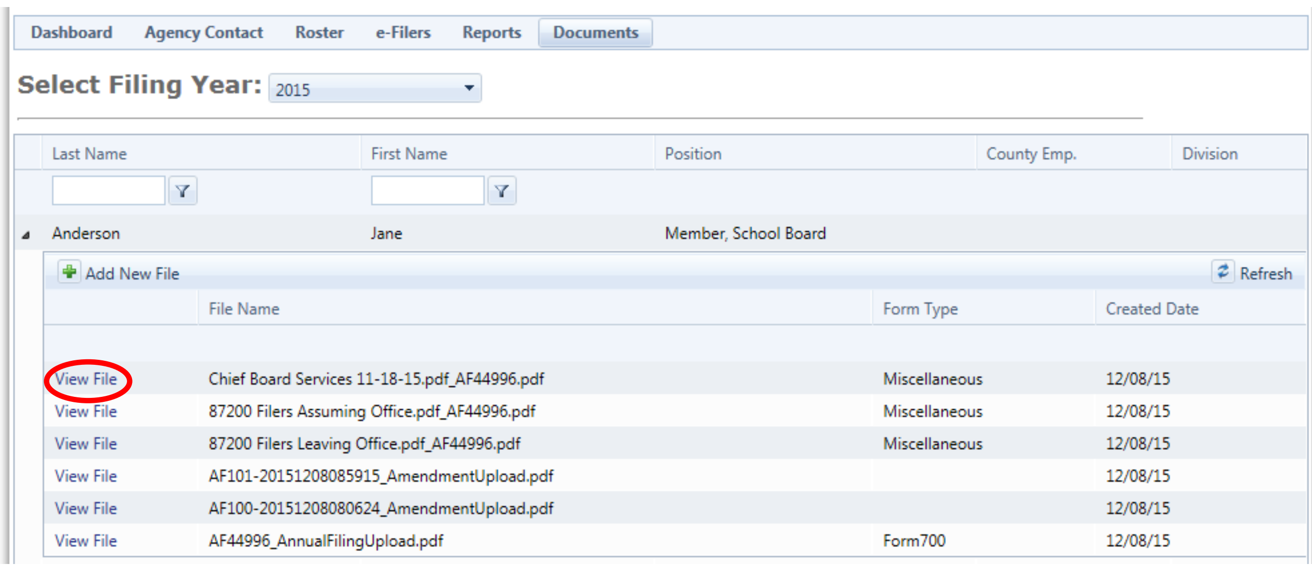
Viewing Documents – Step One

Choose the profile from which you would like to retrieve a document by clicking on the arrow next to the filer's name



Viewing Documents – Step Two

To view a document, click on View File



Need Assistance?

For assistance with the use of Los Angeles County Electronic Roster System, please use the following contact information:

Email: COI-Desk@bos.lacounty.gov
T: 213-974-1748

Nansi Buenrostro

Therese Yepez

Andrea Petty